



SURA/JLAB – POSITION DESCRIPTION

HR Form 207.01 (C&B 4/99)

POSITION TITLE

Number_____

CLASSIFICATION:

Last Revised:_____

INCUMBENT:

REPORTS TO:

DIVISION:

DEPARTMENT:

Position Summary: *(A concise statement of work performed and its purpose.)*

Specific Duties and Responsibilities: *(List in order of importance to the job.)*

Environmental Health & Safety Responsibilities:

Management/Supervisory/Lead Responsibilities:

Internal/External Contacts:

Internal - .

External -

Qualifications: *Identify all items in the headings below which are necessary to the satisfactory performance of the job.*

Knowledge, Skills, Abilities:

Education and Experience:

Physical Requirements:

Approvals:

Manager/Supervisor

Date

Compensation and Benefits

Date

Signature of Incumbent

Date

Incumbent signature to be obtained after approval from Compensation and Benefits. The incumbent signature acknowledges the incumbent has reviewed and understands his/her position description.